

*“Serving Our Commonwealth”*

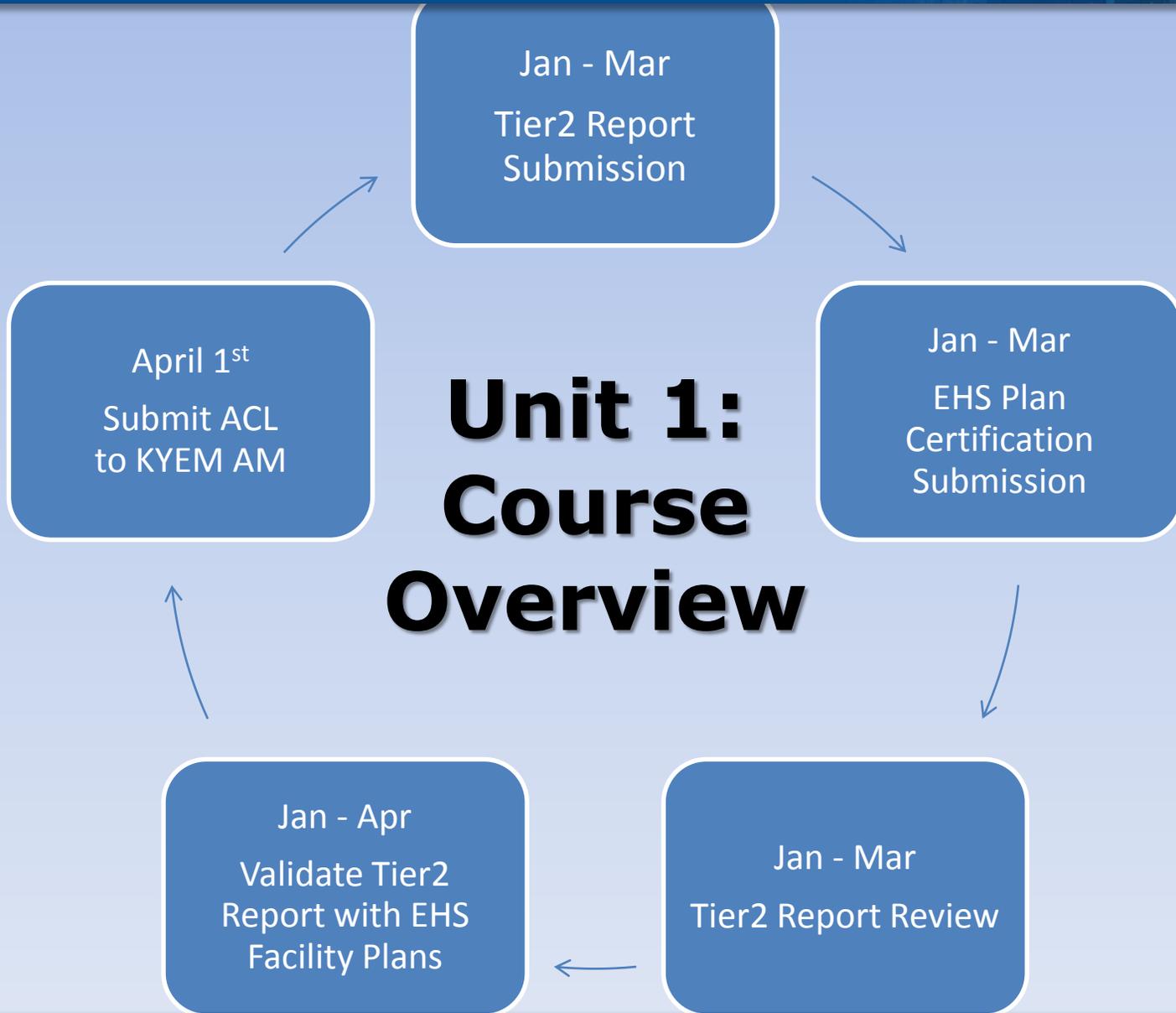


# ***The EPA's Tier2Submit20xx***

**Module 2A**



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## **Course Purpose**

This course is designed to provide facility personnel and active LEPC members with an understanding of the process of how facilities complete an electronic tier2 report using the EPA’s Tier2Submit20xx Software, an understanding of the legal aspects tied to tier2 reporting, and practical uses for tier2 data.

*The roots of education are bitter, but the fruit is sweet.*

**- Aristotle**



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## Target Audience?

The target audience for this course are all LEPC members, specifically those who receive, review, and catalog tier2 reports as well as those that participate in the EHS Facility Emergency Response planning process.



**Who can / should be reviewing tier2 reports?**





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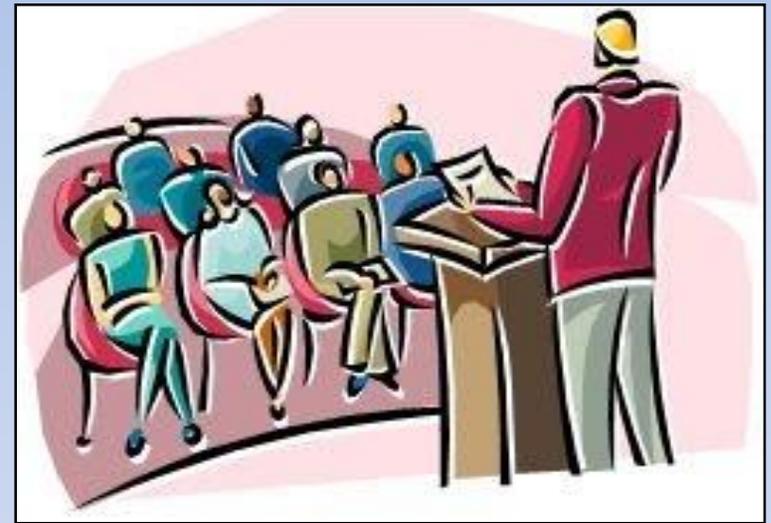
# Course Design

**Unit 1: Course Overview**

**Unit 2: LEPC Documentation Provisions**

**Unit 3: Tier2Submit20xx**

**Unit 4: Additional Capabilities**



**Appendix**

**Final Exam**



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## Course Logistics

**Please sign in  
and  
provide an email  
address.**

Housekeeping  
Issues:

- Breaks
- Cell Phones on Vibrate
- Location of Restrooms
- Location of Exits
- Other Concerns





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# Class Expectations



Participate

Ask  
Questions

Respect  
Other's  
Opinions

Return on  
Time From  
Breaks



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# Introductions

<b>INSTRUCTOR</b>	<b>STUDENT</b>
Name	Name
Title	LEPC Name (County)
Organization	Personal or professional interest in LEPC.
Professional Experience	Importance of LEPC

*You can't base your life on other people's expectations. - Stevie Wonder*



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# Acronyms

As you can see, part of learning about LEPCs is becoming familiar with a number of acronyms, some of the more common acronyms are:

<b>EPCRA</b>	Emergency Planning and Community Right to Know Act
<b>LEPC</b>	Local Emergency Planning Committee
<b>LOL</b>	List of Lists
<b>SARA</b>	Superfund Amendment and Reauthorization Act



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## **Unit 2: Documentation Provisions of EPCRA, KRS, & KAR**



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## **Section 301: Coordinator of Information**

LEPCs shall establish rules for public notification of meetings to discuss the emergency plan and distribution of the emergency plan.

The LEPC shall establish procedures for designation of an official to serve as coordinator for information.



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## **Section 302: EHSs**

EPCRA Section 302 (2) established the List of Extremely Hazardous Substances (EHS)

The List of Lists is a consolidated list of chemicals subject to:

- EPCRA;
- CERCLA; and
- the Clean Air Act (CAA).

The List of Lists is available at:

<http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>



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## **Section 302: Facility Requirements**

Applicable to any facility that has an Extremely Hazardous Substance (EHS) present at any time, at or above its Threshold Planning Quantity (TPQ)

### **FACILITY REQUIREMENTS:**

- One-time notification to SERC and LEPC if any EHS is present in an amount  $\geq$ TPQ
- Within 60 days after facility becomes subject to requirements or acquiring new EHS's (Echoed in KRS 39E.120)



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## **EPCRA Section 311: Facility Requirements**

Facilities must submit a MSDS for each chemical, or a list of chemicals, to each of the following:

- The county LEPC
- The SERC
- The fire department with jurisdiction over the facility





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## **Section 311: Availability of MSDS**

If a facility submits a list of chemicals, upon request by the LEPC, the facility shall submit the MSDS for any chemical on the list to the LEPC.

A LEPC, upon request by any person, shall make available a MSDS. If the LEPC does not have the requested MSDS, the LEPC shall request the MSDS from the facility and then make the MSDS available to the person.





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## **Section 311: Exceptions**

Several categories are exempt from the definition of “hazardous chemical” and are therefore exempt from EPCRA requirements including:

- Anything regulated by the FDA.
- Solid substances to the extent exposure does not occur under normal conditions.
- Any substance to the extent it is:
  - (1) Present in the same form and concentration as a product packaged for distribution and use by the general public;
  - (2) used under the direct supervision of a technically qualified individual in a research laboratory, hospital, or other medical facility;
  - (3) used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.



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## **Section 311/312 Thresholds**

**Section 311** establishes threshold quantities for chemicals below which facilities are not required to submit SDSs.

**Section 312** designates any chemical subject to Section 311 is also required under Section 312.

Established thresholds:

- 10,000 pounds for non-EHS (hazardous chemical)
- 500 pounds or the TPQ whichever is less for EHS

Note: There are 81 EHS chemicals on the EPA List of Lists (LoL) that have TPQ less than 500 lbs..



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## **Tier2 Reporting Retail Gas Exemption**

The Federal EPA has established the following threshold exceptions for gasoline and diesel fuel in compliant Underground Storage Tanks (UST) at retail stations.

Tier2 Reporting thresholds are:

- Gas: 75,000 gals ~ 470,250lbs
- Diesel: 100,000 gals ~730,000lbs





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## **Sec. 312 Availability of Tier2 Information**

- Facilities shall provide, upon request with respect to a specific facility, Tier II information to the LEPC.
- State or local officials acting in official capacity may have, upon request to a LEPC, access to Tier II information.
- Availability To Public - Any person may request Tier II information from a LEPC relating to the preceding calendar year. Request shall be in writing and shall be with respect to a specific facility. (Echoed in KRS 39E.230)



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## **EPCRA Section 312: Facility Requirements**

Any facility required to have a MSDS available under the Occupational Safety and Health Act of 1970 shall prepare and submit an hazardous chemical inventory form (Tier2 Report) to the following:

- ✓ The LEPC.
- ✓ The SERC.
- ✓ The local Fire Department



This includes facilities that manufacture, process, or store hazardous chemicals.

Tier2 Reports must be submitted annually by March 1, and contain data with respect to the preceding calendar year.



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# Kentucky Online Tier2 Reporting

Kentucky requires all facilities subject to EPCRA to submit Tier2 forms and payments for associated fees electronically.

- Fees are due at the time of submittal, either by electronic check or credit card payment.
- Log onto Kentucky’s Online Tier II Submit Website:

<https://secure.kentucky.gov/kyem/Tier2submission>

**KYEM**



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**2016**

Kentucky Emergency  
Response Commission

Kentucky Emergency  
Management



## **EPCRA "HOW TO COMPLY" PACKET**

This Packet describes the steps required to be compliant with Kentucky and EPCRA regulations for the calendar year 2016. All owners or operators of facilities that are subject to the OSHA Hazard Communication Standard; use, produce, and/or store a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); in excess of the "Threshold Quantity" (TQ) must report as described.

**KERC Document: 700-CP**

The KERC annually publishes an EPCRA "How to Comply" packet. This guidance document describes the steps required to be tier2 compliant with Kentucky and EPCRA regulations for the calendar year 2016.



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## **Kentucky Tier2 Forms**

Kentucky requires all facilities subject to EPCRA to submit Tier2 forms using the EPA’s Tier2Submit program.

- Tier2Submit is available for free download, annually @ Thanksgiving, at:

<http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/Tier2-submit-software>.



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## **KRS 39E.110 LEPCs Duties**

- ❖ Development, maintenance, and annual review of TAB Q-7 Plans;
- Identification of a 24-hour warning point to which persons responsible for releases of hazardous substances may be reported;
- Establishment of a method for receiving Tier2 reports, and by which members of the public may obtain report information;
- Appointment of a committee chairman



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## **Annual LEPC Tier2 Survey**

Program Kentucky requires all facilities subject to EPCRA to submit Tier2 forms using the EPA’s Tier2Submit program.

- Tier2Submit is available for free download, annually @ Thanksgiving, at:

<http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/Tier2-submit-software>.



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## **Section 322: Trade Secrets**

Facilities can withhold from reports and planning the specific identity of a chemical regulated under EPCRA as a trade secret if a facility submits a claim with substantiation to the USEPA and the USEPA upholds that claim.

Note: Specific information about this chemical must still be provided to a health care provider if such knowledge will assist in the diagnosis or treatment of an individual exposed to the chemical.





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## **EPCRA Section 327: Exemption**

Except as provided in Section 304, Release Notification, EPCRA is applicable to fixed facilities only (no transportation).





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## Tier2 Funding Split

Eligible Counties split 50% of the total Tier2 revenue and each eligible county receives:

A 20% share  
(Eligible County Portion)

= flat rate split

A 40% share  
(Tier2 Portion)

=  $\frac{\# \text{ Tier2s in county}}{\text{Total Tier2s in KY}}$

A 40% share equal  
(EHS Plan Portion)

=  $\frac{\# \text{ EHS Plans in county}}{\text{Total EHS Plans in KY}}$



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## **Unit 2: Fundamentals Review**

- Where to find a complete list of Extremely Hazardous Substances (EHS)
- What are the EPCRA facility requirements for initial and annual reporting
- What chemicals are except from reporting
- What reporting threshold quantities for hazardous chemicals and EHSs
- What are the retail gas exemptions
- What are the specific Kentucky reporting requirements
- Where to obtain a copy of the EPCRA “How to Comply” packet



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## **Unit 3: Tier2Submit20xx**

A large, stylized logo for 'Tier 2 Submit' is centered on the page. The text 'TIER 2' is in a large, bold, black, sans-serif font. The number '2' is significantly larger than the word 'TIER'. Below 'TIER 2' is the word 'SUBMIT' in a smaller, bold, black, sans-serif font. The entire text is set against a white background with a subtle purple shadow effect behind the letters. The logo is enclosed in a white rectangular frame with a black border and a slight drop shadow.



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## **Tier2Submit20xx**

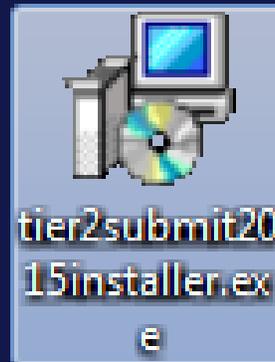
- **EPA creates a new version of tier2submit annually to ensure the end user submits ALL of the required data.**
- **Typically released to the public (download on the EPAs website) late Oct – early Nov.**  
**<http://www2.epa.gov/epcra/tier2-submit-software>**
- 
- **Facilities MUST download the newest version every year.**
- **The State’s Online Submission Process will NOT accept files created with older versions.**



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tier2submit2015installer.exe

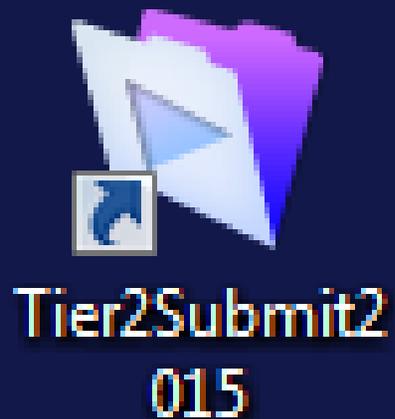


**Download  
and  
Double  
Click to  
Install**



*“Serving Our Commonwealth”*

**Double Click  
Icon to  
Open  
Tier2Submit  
2015**





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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help



## Welcome to Tier2 Submit 2015 !

Tier2 Submit is the personal computer software program that helps facilities electronically report Tier II information for Section 312 of the Emergency Planning and Community Right to Know Act (EPCRA).

In addition to providing data fields for the information required under EPCRA, this program also provides data fields to allow you to submit additional information requested or required by States. After you choose your state abbreviation from the pull down menu on the first screen, the program will load any data fields specific for your State.

Facilities can find information about Federal Tier II requirements as well as individual State requirements at

[EPA Tier II Webpage](#)

If you need help while operating Tier2 Submit or if you need assistance submitting your Tier II information click the Help button at the top of any module for the User's Manual.

Start Tier2 Submit

Quit

**Click  
Start Tier2  
Submit**



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## **Tier2 Submit Content Summary**

There are basically three different sections (types) of information within Tier2 Submit. Each section has a “main” page which includes multiple sub tabs.

- Facility Information
- Contact Information
- Chemical Information



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# Facility Information Content



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Crimedog's Palace

If different, include both company name and facility name in the facility name field. List company name first.

Department Department of Military Affairs

Report Year \* 2015

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \* 110 Minuteman Parkway

City \* Frankfort

State \* KY

Zip \* 40601

County \* franklin

Fire District

Country USA

Emergency 24-Hour Phone Number 502.607.5732

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \* 38.18834

Longitude \* -84.89913

**Main Facility Page**



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Tier2Submit2014 - [Tier2Facilities]

File Edit Record Search Scripts Help

View Record

Chem Inventory List

Contact List

New Facility

Help



18

of 5410 total

**Facilities**

Report Year *	Facility Name *	City *	County	Address*	State *	Zip *
2014						
2014	007981 CDP-H	DEBORD	Martin	37.7805, -82.62961	KY	41214
2014	007985-INEZ CDP-H	INEZ	Martin	37.872639, -82.533639	KY	41224
2014	1161 Second Creek Field	Rural	Perry	Lat/ Long	KY	41702
2014	1190 Second Creek Field	Rural	Perry	Lat/ Long	KY	41702
2014	1241 Second Creek Field	Rural	Perry	Lat/ Long	KY	41702
2014	1501. Magnum Hunter Production, Inc.	N/A	Harlan	N/A	KY	40867
2014	1502. Magnum Hunter Production, Inc.	Pathfork	Harlan	N/A	KY	40863
2014	1516. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873
2014	1521. Magnum Hunter Production, Inc.	Pathfork	Harlan	N/A	KY	40863
2014	1526. Magnum Hunter Production, Inc.	Pathfork	Harlan	N/A	KY	40863
2014	1533. Magnum Hunter Production, Inc.	Grays Knob	Harlan	N/A	KY	40829
2014	1538. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873
2014	1543. Magnum Hunter Production, Inc.	Grays Knob	Harlan	N/A	KY	40829
2014	1579. Magnum Hunter Production, Inc.	N/A	Harlan	N/A	KY	40867
2014	1580. Magnum Hunter Production, Inc.	Hulen	Bell	N/A	KY	40845
2014	1600. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873
2014	1601. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873
2014	1604. Magnum Hunter Production, Inc.	Gulston	Harlan	N/A	KY	40830
2014	1605. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873
2014	1606. Magnum Hunter Production, Inc.	Wallins Creek	Harlan	N/A	KY	40873

**View List**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Crimedog's Palace

If different, include both company name and facility name in the facility name field. List company name first.

Department Department of Military Affairs

Report Year \* 2015

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \* 110 Minuteman Parkway

City \* Frankfort

State \* KY

Zip \* 40601

County \* franklin

Fire District

Country USA

Emergency 24-Hour Phone Number 502.607.5732

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \* 38.18834

Longitude \* -84.89913

**Location  
sub-tab  
(#1)**



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Tier2Submit2014 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 5143 of 5411 total

Facilities

Last Modified 6/9/2015

Facility Name \* Wells 571296, EQT Production Inc

If different, include both company name and facility name in the facility name field.

Department EQT Production Company

Report Year \* 2014

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street C/O Paul Rogers PO Box 158

City Pikeville

State KY

Zip 41502

Country USA

**Location  
sub-tab  
(#2)**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 12/1/2015

Facility Name \* Crimedog's Palace

If different, include both company name and facility name in the facility name field. List company name first.

Department Department of Military Affairs

Report Year \* 2015

Location

**ID and Regs**

Contacts

State Fields

Attachments

Certification

ID Type	ID	Description	
Dun & Bradstreet	▼ 874374650	Kentucky Emergency Management Office	Delete
NAICS	▼ 922190	Other Justice, Public Order, and Safety Activities	Delete
SIC	▼ 9229	Public Order and Safety, not elsewhere classified	Delete
	▼		Delete

Is the facility manned?\*  Manned  Unmanned

Maximum No. of Occupants \* 100

# ID and Regs

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?\*  Yes  No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?\* .....  Yes  No



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## **ID and Regs Support**

**Required: North American Industry Classification System (NAICS) –**

<http://www.census.gov/eos/www/naics/>

**Optional:**

Dun & Bradstreet (DUNS) - <http://mycredit.dnb.com/search-for-duns-number/>

SIC - The Standard Industrial Classification <http://siccode.com/en>

RI – Toxic Release Inventory <http://www2.epa.gov/toxics-release-inventory-tri-program/tri-threshold-screening-tool>

RMP - Risk Management and Chemical Accident Prevention <http://www2.epa.gov/rmp> - <http://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol15/xml/CFR-2011-title40-vol15-sec68-130.xml>

EIN - Employer Identification Number [http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Crimedog's Palace  
If different, include both company name and facility name in the facility name field. List company name first.  
Department Department of Military Affairs Report Year \* 2015

Location ID and Regs Contacts **State Fields** Attachments Certification

Kentucky requests the following:

The Kentucky Emergency Response Commission (KERC) is responsible for implementing the provisions of EPCRA and annually sponsors an update of the "EPCRA - How to Comply Packet," which includes step-by-step instructions required to be compliant with all Kentucky and EPCRA regulations. Prior to the start of the reporting period on January 1st, this and other relevant documents will be available for download on the SARA Title III page of the Kentucky Emergency Management (KYEM) website:

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

Fees are payable in accordance with the "Kentucky Tier2 Reporting Fee Schedule", which can \* 1 - Category One Facility  
be found within the EPCRA - How to Comply Packet. Select the correct category for this facility:

Is this facility owned or operated by local, state or federal government? \*  No  Yes

Click to auto-calculate fields below

Total number of chemicals reported for this facility \* 8

Total poundage for all of the hazardous substances at this facility \* 313400

**State  
Fields**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Crimedog's Palace  
If different, include both company name and facility name in the facility name field. List company name first.  
Department Department of Military Affairs Report Year \* 2015

Location ID and Regs Contacts State Fields Attachments Certification

Optional Attachments

- I have submitted a site plan.
- I have attached a description of dikes and other safeguard measures.
- I have attached a list of site coordinate abbreviations.

# Attachments

New EOC Floor Plan.pdf

Add

Remove

Show

Number of attachments: 1



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Criimedog's Palace  
If different, include both company name and facility name in the facility name field. List company name first.  
Department Department of Military Affairs Report Year \* 2015

Location ID and Regs Contacts State Fields Attachments **Certification**

State / Local Fees Total \$ 0.00

Check if all facility information (not including chemical information) is identical to last year's submission.

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

Signature \* David M. Davis

Name and official title of owner / operator OR owner / operator's authorized representative

Date Signed \* 10/9/2015

Notes

**Certification**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

Facilities

Last Modified 10/9/2015

Facility Name \* Crimedog's Palace

If different, include both company name and facility name in the facility name field. List company name first.

Department Department of Military Affairs

Report Year \* 2015

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Name	Davis	David	
Contact Type	Tier II Information Contact		
Name	Estill	Connie	
Contact Type	Emergency Contact		
Name	James	Harry	
Contact Type	Owner / Operator	Emergency Contact	
Name	Brukwicki	Steve	
Contact Type	Fac. Emergency Coordinator		

Main Contact Page

Federal requirements include: Owner / Operator (name, address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (name, email & phone)\*

Add Contact

Remove Contact

View Contact



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# Contact Information Content



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Tier2Submit2015 - [Tier2Contacts]

File Edit Record Search Scripts Help

View List Facility List New Contact Help Back / Close 2 of 4 total

Contacts

Last Modified 10/12/2015

(Last or Business Name)

First Name \* David Last \* Davis Title \* EQ PM  
Address 100 minuteman parkway  
City frankfort State KY Zip 40601  
Country USA Email \* david.m.davis200.nfg@mail.mil

Phone Type

Phone #

Phone Type	Phone #	
Work	502.607.5712	Delete
		Delete

Contact Type

Tier II Information Contact  
[Dropdown]  
[Dropdown]  
[Dropdown]

Is a contact for the following facilities:

Criimedog's Palace	110 Minuteman Parkway	Frankfort	40601

Main Contact Page

View Facility Add Facility Remove Facility



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# **Chemical Information Content**



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Tier2Submit2015 - [Tier2ChemicalsInventory]

File Edit Record Search Scripts Help

View Record Facility Record Contact List New Chemical In Inventory View All Chemical Inventories Help Back / Close 9 of 9 total

**Chemicals in Inventory for :**

Facility Name   
Street   
City  County  State  Zip

Chemical	CAS	Facility Name	Report Year
PROPANE	74-98-6	Criimedog's Palace	2015
HYDROCHLORIDE	7647-01-0	Criimedog's Palace	2015
CRUDE OIL, PETROLEUM, [COMBUSTIBLE LIQUID LABEL]	8002-05-9	Criimedog's Palace	2015
Roundup weathermax	70901-12-1	Criimedog's Palace	2015
CALCIUM CHLORIDE	10043-52-4	Criimedog's Palace	2015
GASOLINE	86290-81-5	Criimedog's Palace	2015
DIESEL FUEL	68334-30-5	Criimedog's Palace	2015
Used Motor Oil		Criimedog's Palace	2015
		Criimedog's Palace	2015

**Chemicals in  
Inventory  
List**



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Tier2Submit2015 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List Facility Record Contact List New Chemical In Inventory Help Back / Close 9 of 9 total

### Chemicals in Inventory

Last Modified 10/13/2015

Facility Name   
Report Year  City  State

CAS #   
Chem Name\*  EHS\*  Yes  No  Trade Secret

#### Physical State & Quantity

#### Storage Locations

#### Mixture Components

#### State Fields

**Physical State\***  
 Pure  
 Mixture  
 Solid  
 Liquid  
 Gas

**Hazards\***  
 Fire  
 Sudden Release of Pressure  
 Reactive

**Health Effects\***  
 Acute  
 Chronic

Check all that apply

Chemical information identical to previous year  Days On Site\*  Below Reporting Thresholds

Max Daily Amount\*  pounds  
Average Daily Amount\*  pounds  
Max Code\*   
Ave Code\*   
Max amount in largest container\*  pounds

# Chemicals in Inventory



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Tier2Submit2015 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



9

of 9 total

### Chemicals in Inventory

Last Modified 10/13/2015

Facility Name

Report Year

City

State

CAS #

EHS\*  Yes  No

Trade Secret

Chem Name\*

#### Physical State & Quantity

#### Storage Locations

#### Mixture Components

#### State Fields

##### Physical State\*

- Pure
- Mixture
- Solid
- Liquid
- Gas

##### Hazards\*

- Fire
- Sudden Release of Pressure
- Reactive

##### Health Effects\*

- Acute
- Chronic

Check all that apply

Chemical information identical to previous year

Days On Site\*

Below Reporting Thresholds

Max Daily Amount\*  pounds

Max Code\*

Average Daily Amount\*  pounds

Ave Code\*

Max amount in largest container\*  pounds

**Chemicals in  
Inventory  
Cont.**



“Serving Our Commonwealth”

Tier2Submit2015 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



9

of 9 total

### Chemicals in Inventory

Last Modified 10/13/2015

Facility Name

Report Year

City

State

CAS #

EHS\*  Yes  No

Trade Secret

Chem Name\*

Physical State & Quantity

**Storage Locations**

Mixture Components

State Fields

Confidential

Location at Facility\*

Max Amount

Type\*

Pressure\*

Temperature\*

**Storage Locations**

Each row represents one storage location

A red \* indicates a federal or state requirement.



“Serving Our Commonwealth”

Tier2Submit2015 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



9

of 9 total

### Chemicals in Inventory

Last Modified 10/13/2015

Facility Name

Report Year

City

State

CAS #

EHS\*  Yes  No

Trade Secret

Chem Name\*

Physical State & Quantity

**Storage Locations**

Mixture Components

State Fields

Confidential

Location at Facility\*

Max Amount

Type\*

Pressure\*

Temperature\*

**Storage  
Locations  
Cont.**

Each row represents one storage location

A red \* indicates a federal or state requirement.





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Tier2Submit2015 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



9

of 9 total

### Chemicals in Inventory

Last Modified 10/13/2015

Facility Name

Report Year

City

State

CAS #

EHS\*  Yes  No

Trade Secret

Chem Name\*

Physical State & Quantity

Storage Locations

Mixture Components

**State Fields**

Kentucky requires some information located under other tabs.

# State Fields



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## **Unit 3: Fundamentals Review**

- What program is required to file tier2 reports in KY
- Where to download the required program for creating tier2 reports in KY
- What are the three basic sections (types) of information within the EPAs Tier2Submit20xx program
- What are the specific “State Fields” that are required in Tier2Submit20xx
- What types of attachments may submitted in Tier2Submit20xx
- How to certify “sign” an electronic tier2 report
- What contact types are required in Tier2Submit20xx
- How to delete accidentally created facilities, contacts, and chemicals within Tier2Submit20xx
- What unit of measure must be used when reporting chemical amounts
- How to report chemical mixtures



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## **Unit 4: Additional Functions**





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# **Saving Report Electronically: .t2s format**





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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

- Open
- Close Ctrl+W
- Import\Export
- Make KML File
- Make Validation Report
- Create Submission**
- Exit Ctrl+Q

Inventory List | Contact List | New Facility | Quick Report | Help | 1 of 1 total

Last Modified 11/30/2015

Name \* Crimedog's Palace  
If different, include both company name and facility name in the facility name field. List company name first.

Parent Department of Military Affairs Report Year \* 2015

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \* 110 Minuteman Parkway

City \* Frankfort

State \* KY

Zip \* 40601

County \* Franklin

Fire District

Country USA

Emergency 24-Hour Phone Number 502.607.5732

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \* 38.18834

Longitude \* -84.89913

**Create Submission**



*"Serving Our Commonwealth"*



Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

### Tier2 Submit

Select records to include for submission:

- Current Record (Criimedog's Palace)
- Found Set (ALL 1 RECORDS)
- All Records

Start Submission Validation

Cancel

**Select  
Records  
to  
Include  
for  
Submission:**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

Tier2 Submit Validation Check Status:

**PASSED**

[View Validation Report](#)

**Steps for submitting your Tier2 Information**

(1) First check your state's submission requirements:

[State Submission Requirements](#)

(2) Select a submission method that is accepted by your state:

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

[Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit.

[Create Paper Report](#)

(3) Submit the file or printed report per your state submission requirements.

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

[Cancel](#)

**Create  
Electronic  
Submission  
File**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

**Tier2 Submit Validation Check Status:**

**FAILED**

[View Validation Report](#)

**Steps for submitting your Tier2 Information**

**(1) First check your state's submission requirements:**

[State Submission Requirements](#)

**(2) Select a submission method that is accepted by your state:**

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

[Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit.

[Create Paper Report](#)

**(3) Submit the file or printed report per your state submission requirements.**

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

[Cancel](#)

**Failed  
Validation**



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# Validation Report

Tier2Submit2015 - [Tier2Navigator]

File Edit Records Scripts Help

Navigation and Action Bar:

- Page navigation: < 1 Total
- Save as Excel (XLS icon)
- Print Report (Printer icon)
- Print Setup (Print Setup icon)
- Layout: PreviewValReport
- View As: [Table icon] [List icon] [Grid icon]
- Exit Preview

**Tier Two Emergency and Hazardous Chemical Inventory**  
**VALIDATION REPORT**

October 13, 2015  
Page 1

**Criimedog's Palace**

Facility City required for submission.

Validation Errors for Chemical: GASOLINE

One of the check boxes, pure or mixture, must be checked.

-----END OF VALIDATION REPORT. 1 OUT OF 1 FACILITY RECORDS CONTAINED VALIDATION ERRORS.-----



*“Serving Our Commonwealth”*

Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

Tier2 Submit Validation Check Status:  
**PASSED**

[View Validation Report](#)

Steps for submitting your Tier2 Information

(1) First check your state's submission requirements:

[State Submission Requirements](#)

(2) Select a submission method that is accepted by your state:

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

[Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit.

[Create Paper Report](#)

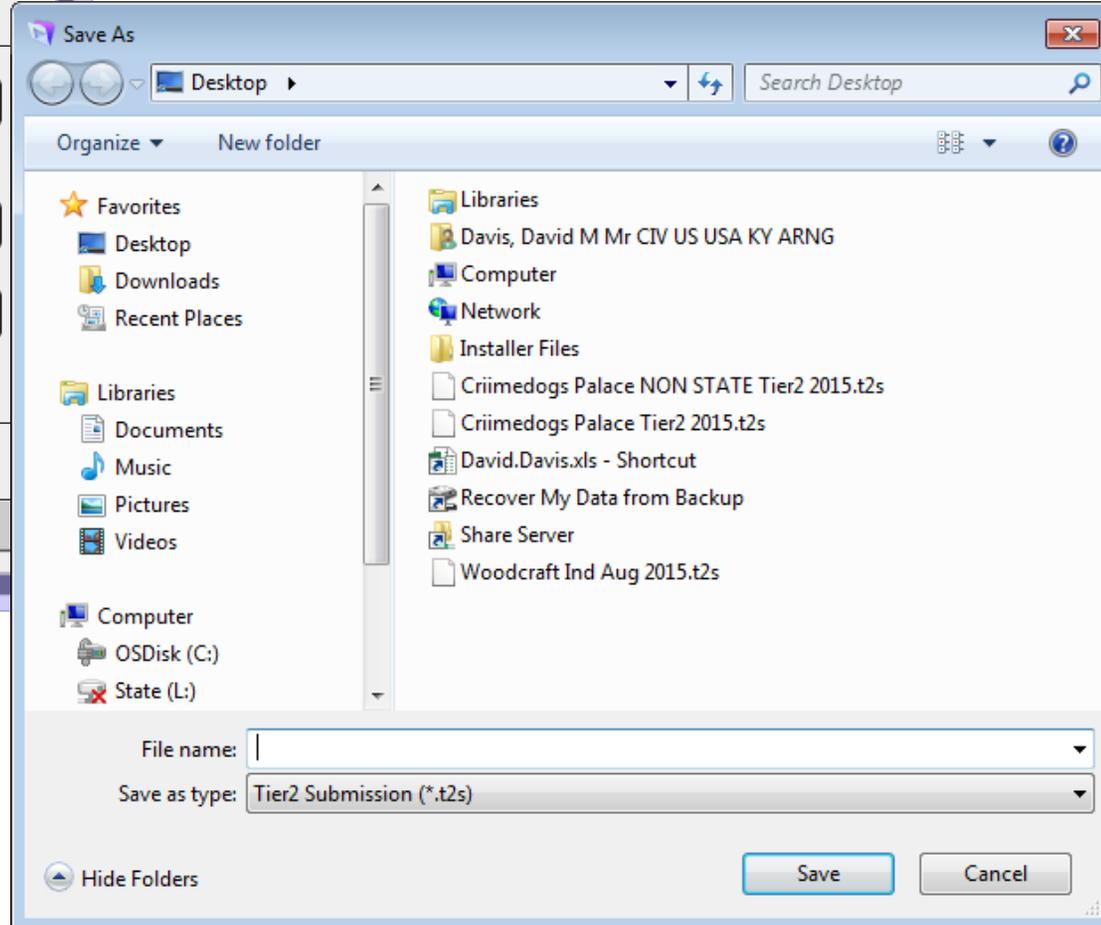
(3) Submit the file or printed report per your state submission requirements.

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

[Cancel](#)

**Name File and  
Choose Storage  
Location**





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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

Close

Export started at:12/1/2015, 12:48:53 PM  
Tier2Facilities file was exported.  
Tier2FacilityID file was exported.  
Tier2SitePlanLink file was exported.  
Attachments were exported.  
Tier2Contacts file was exported.  
Tier2ContactsLink file was exported.  
Tier2ChemicalsInInventory file was exported.  
Tier2ChemInvLocations file was exported.  
Tier2ChemInvMixtures file was exported.  
Tier2Phone file was exported.

# Submit in Accordance with State Requirements

## Message

The submission file has been saved to your computer. You now need to submit the file in accordance with your state requirements.

View Log

Done



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# Printing a Paper Report





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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

Open

Close Ctrl+W

Import\Export

Make KML File

Make Validation Report

Create Submission

Exit Ctrl+Q

Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

Last Modified 11/30/2015

Name \* Crimedog's Palace

If different, include both company name and facility name in the facility name field. List company name first.

Facility Name Department of Military Affairs

Report Year \* 2015

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \* 110 Minuteman Parkway

City \* Frankfort

State \* KY

Zip \* 40601

County \* Franklin

Fire District

Country USA

Emergency 24-Hour Phone Number 502.607.5732

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \* 38.18834

Longitude \* -84.89913

**Create Submission**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

## Tier2 Submit

Select records to include for submission:

- Current Record (Criimedog's Palace)
- Found Set (ALL 1 RECORDS)
- All Records

Start Submission Validation

Cancel

**Select  
Records  
to  
Include  
for  
Submission:**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

**Tier2 Submit Validation Check Status:**  
**PASSED**

[View Validation Report](#)

**Steps for submitting your Tier2 Information**

**(1) First check your state's submission requirements:**

[State Submission Requirements](#)

**(2) Select a submission method that is accepted by your state:**

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

[Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit.

[Create Paper Report](#)

**(3) Submit the file or printed report per your state submission requirements.**

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

[Cancel](#)

**Create  
Paper  
Report**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

**Tier2 Submit Validation Check Status:**

**FAILED**

[View Validation Report](#)

**Steps for submitting your Tier2 Information**

**(1) First check your state's submission requirements:**

[State Submission Requirements](#)

**(2) Select a submission method that is accepted by your state:**

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

[Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit.

[Create Paper Report](#)

**(3) Submit the file or printed report per your state submission requirements.**

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

[Cancel](#)

**Failed  
Validation**



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# Validation Report

Tier2Submit2015 - [Tier2Navigator]

File Edit Records Scripts Help

Navigation and Action Bar:

- Navigation: < > 1 / 1 Total Pages
- Actions: Save as Excel (XLS), Print Report, Print Setup
- Layout: PreviewValReport (dropdown)
- View As: [Table Icon] [List Icon] [Grid Icon]
- Exit Preview (button)

**Tier Two Emergency and Hazardous Chemical Inventory**  
**VALIDATION REPORT**

October 13, 2015  
Page 1

**Criimedog's Palace**

Facility City required for submission.

Validation Errors for Chemical: GASOLINE

One of the check boxes, pure or mixture, must be checked.

-----END OF VALIDATION REPORT. 1 OUT OF 1 FACILITY RECORDS CONTAINED VALIDATION ERRORS.-----



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Tier2Submit2015 - [Tier2Navigator]

File Edit Records Scripts Help

## Tier2 Submit Report Ready

The report can be viewed in Preview Mode by clicking the View Report button.

**To get out of Preview Mode, you must use either the “Print Report” or the “Cancel Report” menu.**

**Print  
Report**

View Report

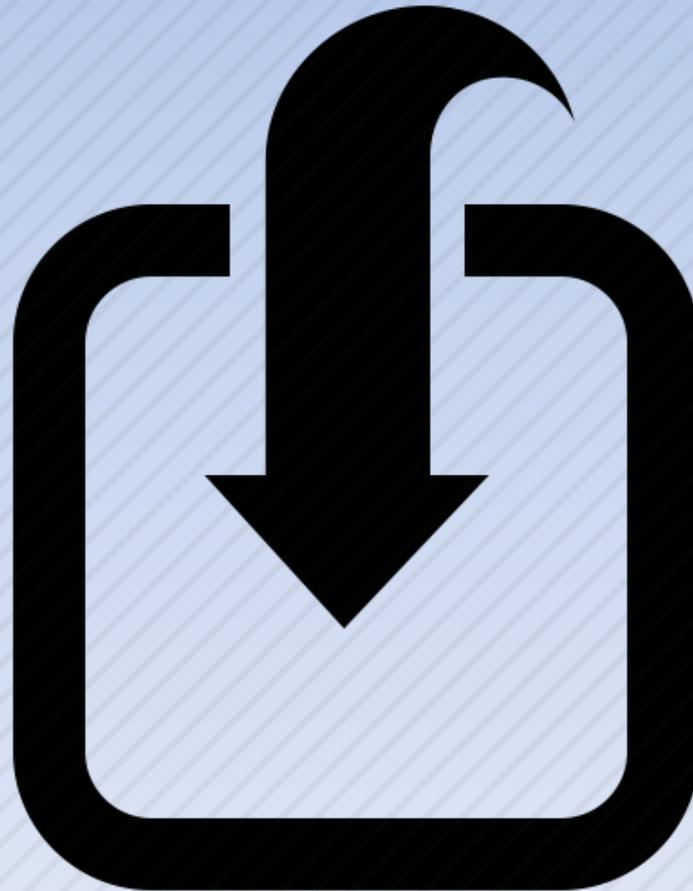
Print Report

Cancel



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# Importing Last Year's Report





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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

Inventory List Contact List New Facility Quick Report Help 0 of 0 total

Last Modified

Name \*   
If different, include both company name and facility name in the facility name field. List company name first.  
Facility Name  Report Year \*

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street \*   
City \*  State \*  Zip \*   
County  Fire District  Country   
Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).  
[Need help finding your lat/long values?](#)

Latitude \*  Longitude \*

**Import/Export**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

### Tier2 Submit Import/Export

Import Files

Batch (Multiple File) Import  
Select one file in the folder containing all the files to be imported.

#### Select records to include for export:

- Current Record ()
- Found Set (ALL 0 RECORDS)
- All Records

Include Attachments (Site Plan Files, etc.)

Export Files

( into a single .zip file )

Cancel

**Import  
Files**



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

### Tier2 Submit Import/Export

Batch (Multiple File) Import

Select one file in the folder containing all the files

#### Select records to include for export:

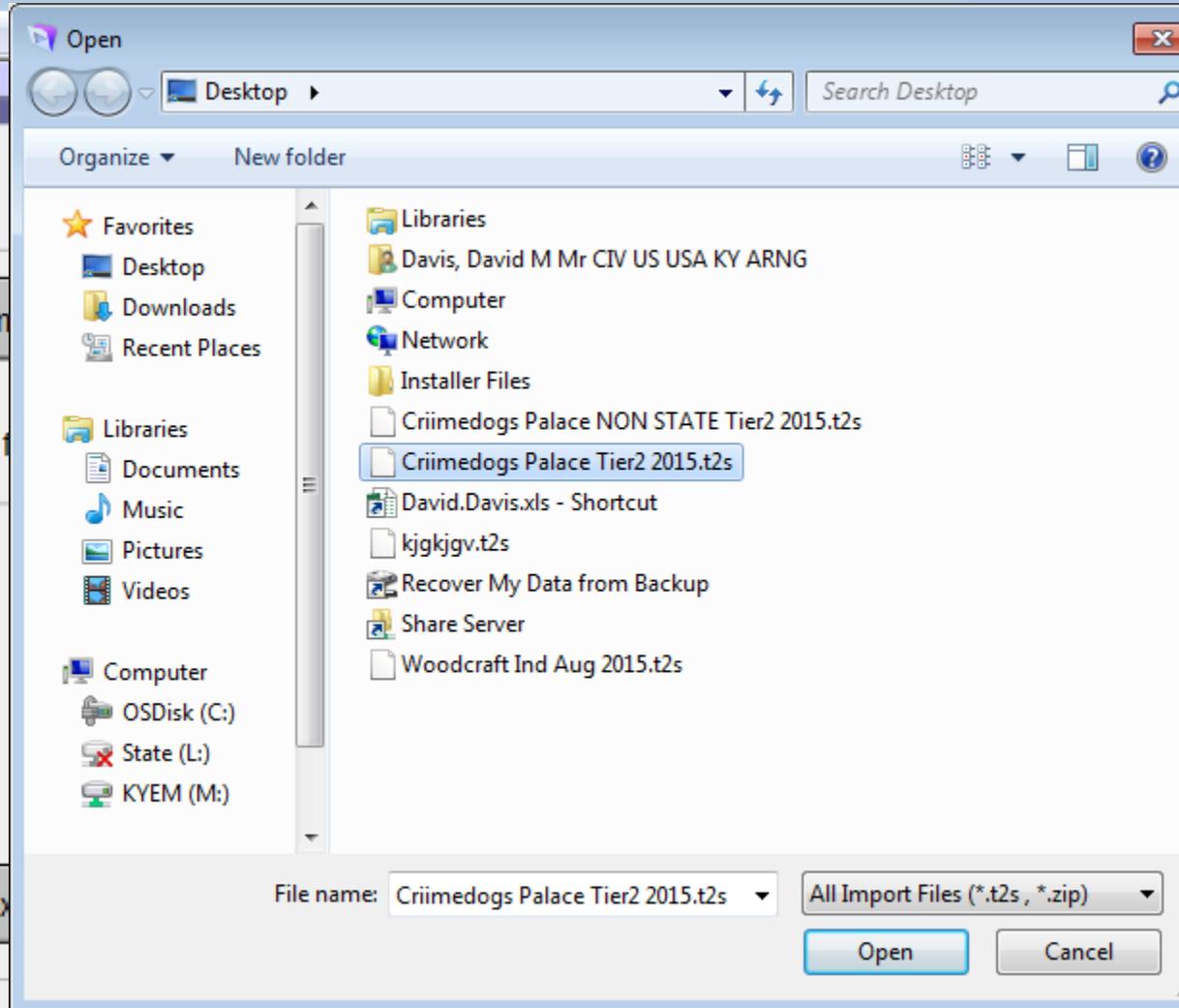
Current Record ( )

Found Set (ALL 0 RECORDS)

All Records

Include Attachments (Site Plan Files, etc.)

**Browse**



Cancel



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Tier2Submit2015 - [Tier2Navigator]

File Edit Scripts Help

Close

Import started at: 12/1/2015, 2:03:59 PM  
Files unzipped.  
Tier2Facilities file was imported.  
Tier2Contacts file was imported.  
Tier2ChemicalsInInventory file was imported.  
Tier2FacilityID file was imported.  
Tier2SitePlanLink file was imported.  
Attachments were imported.  
Tier2ContactsLink file was imported.  
Tier2ChemInvLocations file was imported.  
Tier2ChemInvMixtures file was imported.  
Tier2Phone file was imported.

**Import  
Complete**

Message

Import of records is complete.

[View Log](#) [Done](#)



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View Record Chem Inventory List Contact List New Facility View All Facilities Help 1 of 1 total

**Found Facilities**

**Imported records**

Report Year *	Facility Name *	City *	County	Address*	State *	Zip *
2015	Criimedog's Palace	Frankfort	Franklin	110 Minuteman Parkway	KY	40601

**Update Report For  
Current Year**



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# **Records Search For LEPCs that use Tier2Submit as their Data Manager**





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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Start Search Ctrl+F Contact List New Facility Quick Report Help 1 of 1 total

- Append Search
- Subset Search
- Clear Search

Facilities

Last Modified 12/1/2015

Facility Name

If different, include both company name and facility name in the facility name field. List company name first.

Department  Report Year \*

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \*

City \*

State \*

Zip \*

County \*

Fire District

Country

Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \*

Longitude \*

**Basic Search**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Start Search Ctrl+F Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 12/1/2015

- Append Search
- Subset Search
- Clear Search

Facility Name   
If different, include both company name and facility name in the facility name field. List company name first.  
Department  Report Year \*

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \*   
City \*  State \*  Zip \*   
County \*  Fire District   
Country   
Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \*  Longitude \*

**Advanced Search**



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Tier2Submit2015 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Start Search Ctrl+F Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 12/1/2015

- Append Search
- Subset Search
- Clear Search

Facility Name   
If different, include both company name and facility name in the facility name field. List company name first.  
Department  Report Year \*

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Location Where Hazardous Chemicals are Present

Mailing Address (if different)

Street \*   
City \*  State \*  Zip \*   
County \*  Fire District  Country   
Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude \*  Longitude \*

**State Fields  
Search**



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## **Unit 4: Fundamentals Review**

- How to format (save) your tier2 report electronically in a .t2s format
- What steps to take if report fails validation
- How to print a paper copy of your tier2 report so that it may be shared with all required entities.
- How to import the previous year’s tier2 report into the current year’s program.
- How many different search parameters are supported by Tier2Submit20xx



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## **Appendix B: The Annual LEPC Calendar**



# ~ January 2016 ~

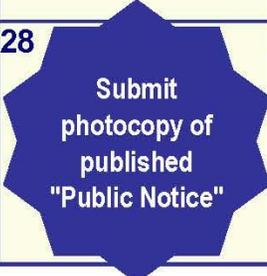


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) Tier2 Reporting Period Opens, Facilities must submit to SERC, LEPC, & FD no later than March 1 <sup>st</sup> 2) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement".					1 	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18 	19	20	21	22	23
24	25	26	27	28	29	30
	Notes: LEPCs must meet at least twice per year (once if no EHSs in district)					



# ~ February 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 	29	1) No later than <u>February 28</u> submit to the KERC a photocopy of the "Public (Legal) Notice Advertisement" published, clearly showing the name and date of the newspaper.				



# ~ March 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by <u>March 1</u> : 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)	1		2	3	4	5
	6		7	8	9	10
13		15		17	18	19
20		21		22	23	24
27	28	29	30	31		
					Notes - FACL must state: 1) there were no changes to EHS Plan; or 2) EHS Plan has been revised and the revisions are included with the FACL	



# ~ April 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes: No later than April 1<sup>st</sup>:</b> 1) Review EHS Facility plans and send an ACL to the KYEM AM stating: a. that there were no changes; or b. plan has been revised and the revisions are included with the ACL 2) Submit Grant Application to the KYEM AM 3) Submit documentation of expenditures, including LEPC Bank Ledger					<b>1</b> 	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>



# ~ June 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <b>June 1</b> submit detailed budget to the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.			1 <b>Submit Detailed Budget</b>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	



# ~ September 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <u>September 15</u> the KERC will make the grant awards.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 	16	17
18	19	20	21 	22	23	24
25	26	27	28	29	30	Notes:



# ~ December 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
No later than <u>December 1</u> submit to the KERC: 1) Updated membership list and cover page 2) Bylaws, with certification stating: a. There were no changes; or b. They have been revised and the revisions are included 3) Personal Property Inventory for all items valued > \$500.00				1 Submit: Member list w/ cover page, Bylaws, Property Inventory	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 
25 	26	27	28	29	30	31 



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# Noteworthy Resources

## Kentucky Emergency Management

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

- EPCRA: (SARA-TITLE-III)
- KRS 39E
- 106 KAR 1.081 – 1.131
- County Title III Plan Checklist
- Sara Title III Sample Certification Letter
- List of Lists
- EPCRA How to Comply Packet
- Tier2 Reporting Fee Schedule
- Battery Lead-Acid KERC Policy Documents
- Kentucky LEPC's - It Is Your Right To Know
- TAB Q-7 Plan Development Guidance
- Tier2 Retail Gas Station Reporting Rule



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# Noteworthy Websites

**National Association of SARA Title III Program Officials**

<http://www.nasttpo.com/>

**EPA - EPCRA information**

<http://www2.epa.gov/epcra>

**EPA Risk Management Program**

<http://www2.epa.gov/rmp>

**CAMEO (Computer Aided Management for Emergency Operations)**

<http://www2.epa.gov/cameo>

**Department of Homeland Security (DHS)**

**Chemical Facility Anti-Terrorism Standards (CFATS)**

<http://www.dhs.gov/chemical-facility-anti-terrorism-standards>



**KYEM**

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# Questions?





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# Appendix Items List

- List of Lists EHSs only
- 2016 Calendar of Events,
- Acronym List